Certification

I certify that all covered staff in the _____ Institute/Center have been placed on performance contracts.

_____   _____
Executive Officer   Date

Please remember to forward two or three representative Institute Performance Contracts to: Ms. Sue Fishbein – Performance Management and Recognition Branch, EPS, Room 100.

Performance Contract Checklist

Cover sheet

- ❑ Is correct coversheet attached? Select A, B, or C below

    A) SES
    B) T42/SBRS
    C) General Schedule Supervisors and Managers

- ❑ Are the employee, rater, and (where applicable) reviewer names correctly indicated?
- ❑ Are signatures annotated?
- ❑ Are the correct appraisal cycles and dates indicated?

Plan content

- ❑ Does the employee's contract demonstrate that end- and intermediate-outcomes, management improvement initiatives, and outputs are derived from those of the supervisor's?
- ❑ Is the contract shell used?
- ❑ Is the IC mission annotated?
- ❑ Are the NIH end-outcomes stated? Use both (No. 2 and 3) from One-HHS Outcome Goals)
    > Improve health outcomes
    > Enhance healthcare quality and treatment

- ❑ Are intermediate outcomes stated?
- ❑ Are management improvement initiatives included?
    > See One-HHS Management Objectives

- ❑ Are measurable outputs indicated?
- ❑ Is the correct EEO element included?
    > SES, SBRS, T42 executives
    > All other (General Schedule/T42 below Division level)

OPTIONS GRID
NIH Covered Employees
"One-HHS" Performance Contracts

Category	Cover Sheet	Contract Shell	End Outcomes	Intermediate Outcomes	Management Improvement Initiatives	Program Outputs	EEO Element	Rating Cycle
SES	A	Universal Shell	Universal for NIH: *Improve Health Outcomes, & Enhance Health Care Quality and Treatment*	Program-driven; cascades from supervisor's	Program-driven; cascades from supervisor (may have some, not all); See *One-HHS Management Objectives*	Program-driven; cascades from supervisor's	Use EEO element for Executives	FY
Title 42/SBRS Execs (Division Head and above)	B	Universal Shell	Universal for NIH: *Improve Health Outcomes, & Enhance Health Care Quality and Treatment*	Program-driven; cascades from supervisor's	Program-driven; cascades from supervisor (may have some, not all); See *One-HHS Management Objectives*	Program-driven; cascades from supervisor's	Use EEO element for Executives	FY
Title 42 (below Division level)	B	Universal Shell	Universal for NIH: *Improve Health Outcomes, & Enhance Health Care Quality and Treatment*	Program-driven; cascades from supervisor's	Program-driven; cascades from supervisor (may have some, not all); See *One-HHS Management Objectives*	Program-driven; cascades from supervisor's	Use EEO element for Gen Sched Supvs and Mgrs ("Code 2")	CY
Gen Sched Supervisors and Managers (2-grade interval promotion pattern: GS-9 to GS-11, etc.)	C	Universal Shell	Universal for NIH: *Improve Health Outcomes, & Enhance Health Care Quality and Treatment*	Program-driven; cascades from supervisor's	Program-driven; cascades from supervisor (may have some, not all); See *One-HHS Management Objectives*	Program-driven; cascades from supervisor's	Use EEO element for Supvs and Mgrs ("Code 2")	CY